

Intern

Responsibilities:

To support the mission of MWS Active Ageing Centres through the implementation of activities and programmes that would build the seniors' self-help capacity.

1. Programme Planning, Implementation, Co-ordination and Evaluation
 - Assist the Centre Manager and staff to plan, co-ordinate, run and evaluate programmes
 - Assist in running community events, e.g. road shows, booth, etc.
2. Volunteer Management and Community Outreach
 - Assist the Volunteer Management Executive (VME) in volunteer recruitment, screening, training, deployment and co-ordination
 - Assist the VME in community outreach and door-knocking to identify and befriend vulnerable seniors in the community
 - Liaison with stakeholders e.g. Churches, Volunteer Centres, schools, grassroots organisations for volunteer recruitment, training and co ordination
3. Case Management
 - Assist the Case Management Executive (CME) in casework with the seniors and their families to manage the social and psychological issues, assessment, care co-ordination and referrals for services to meet the needs of the seniors and their families
 - Participate in case conferences with different agencies involved in the case
 - Participate in individual and group clinical supervision with the Senior Medical Social Worker
4. Administration
 - Support the team in administrative work such as data entry, safe management administration, programme preparation and other administrative work
 - Any tasks assigned by the Centre Manager

For interested applications, please send your applications to evettepang@mws.sg.